



POL COVID-19 Testing

STEP-BY-STEP INSTRUCTIONS: SWITCHING OVER TO NEW SYSTEM

Begin by going to <https://cvtestreg.nmhealth.org> or the POL website at www.lagunapueblo-nsn.gov under COVID-19 Information, scroll down to COVID-19 Testing.

When at NMDOH Testing & Immunization Portal

STEP 1:

- Select your preferred language and Click "Register Now"
- Select Service Type as "COVID Testing"
- Special Event Code click "No"
- Location Select "LAGUNA"
- Select Date you wish to test
- Select Location Visiting as "PUEBLO OF LAGUNA COVID-19 TEST SITE"
- Click "Person Registering"

******Please note, to enhance security the system is now requiring a username and password to login. Choose from the following two options below to get registered...***

FOR EXISTING USERS WITH A PIN:

STEP 2:

- Select "Click here to create a login account using your existing pin"
- Enter Your Pin #
- Enter Your First Name
- Enter Birth Date (mm/dd/yyyy)
- Click on "Validate & Create An Account"
- Enter a Username (minimum 8 characters)
- Create a Password (minimum 8 characters, with at least one uppercase letter, one lower case letter, and one special character)
- Re-Enter Password
- Choose Security Questions for 1 and 2 with answers (Answers are case sensitive)
- Click "Create Account"

All your information will then be transferred. Follow the prompts to review or change any information you need. At the end, the system will schedule and provide you with a code. **YOU'RE DONE!*

***If the system DOES NOT recognize your pin# or information, you will need to create a new account. Follow the steps below for a new user account.*

FOR A NEW USER:

STEP 2- Create New Account

- Click “Create a new account”
- Enter a Username (minimum 8 characters)
- Create a Password (minimum 8 characters, with at least one uppercase letter, one lower case letter, and one special character)
- Re-Enter Password
- Choose Security Questions for 1 and 2 with answers (Answers are case sensitive)
- Click “Create Account”

STEP 3- Personal

- Person Receiving Service- Enter First Name, Last Name, Birth Date (MM/DD/YYYY), Gender, and *Social Security Number is Optional*
- Physical Address- Enter physical address (not mailing address)
- Contact Info- Select the method to be contacted by NMDOH concerning your results. Provide a working phone # and/or email address.
- Emergency Contact- Enter contact name and phone number
- Demographics- Enter primary language, race, tribal affiliation, and ethnicity
- Click “Next Step: Occupation Details”

STEP 4- Occupation

- Referral Details- Answer questions accordingly
- Employer/School/Childcare- Enter your status accordingly
- Select any sectors that you currently work in
- Click “Next Step: Insurance Information”

STEP 5- Insurance

- Insurance Info- Select “Yes” and provide information OR select “No” if you decline to answer.
- Alternate Care Access- Select any other access of care you receive. If none, leave blank.
- Billing Consent- You must check the box! ***Please note: POL will not bill your insurance for this service. Testing with POL is FREE!***
- Click “Next Step: Symptoms”

STEP 6- Symptoms

- Risk Factors- Answer questions as they pertain to your current state of health.
- Select “Special Population” if it applies to you
- Click “Next Step: Location Availability”

STEP 7- Location

- Review all information is correct.
- Click “Complete Registration”

You will receive a text and/or email once your registration is complete. Please keep your “code” on hand. You will provide this to staff when you arrive on site.